

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY BOARD MEETING  
May 26, 2016**

**PRESENT:** Marvin Rucker, Jessica Nell, Lisa Van Donsel, Corrie Campbell, Beth Relich, Larry Epstein, Pat Hickey, Lori Rasmussen, Patricia Finder-Stone, Melanie Maczka

**EXCUSED:** Barbara Robinson

**ALSO PRESENT:** Laurie Ropson, Debra Bowers, Devon Christianson, Christel Giesen, Kristin Willems, Nicolette Miller, Mauree Childress, Diana Brown, Linda Mamrosh, Michelle Peterson, Diana Aguilar, Sherry Piatti, Mary Jo Williams,

The meeting was called to order by Chairperson, Rucker at 8:35 a.m.

**PLEDGE OF ALLEGIANCE:**

**INTRODUCTIONS:**

Four new ADRC colleagues were introduced to the board as well as Linda Mamrosh, a prospective ADRC Board of Directors member.

**ADOPTIONS OF AGENDA:** Mr. Epstein / Lisa Van Donsel moved to adopt the agenda. **MOTION CARRIED.**

**APPROVAL OF MINUTES OF REGULAR MEETING OF April 28, 2016:**

Ms. Bartlett / Ms. Relich moved to approve the minutes of April 28, 2016 **MOTION CARRIED.**

**COMMENTS FROM THE PUBLIC:**

None

**FINANCE REPORT:**

**A. REVIEW AND APPROVAL OF FINANCE REPORT – April 2016:**

Ms. Bowers referred to the 2016 Financial Highlights and ADRC Summary Report to demonstrate the expenses and revenues for the month of April. Supervisor Campbell asked for clarification on the process for requesting a donation when consumers borrow from the Loan Closet. Ms. Willems explained the process and added that consumers have been happy to make the contribution and very few request for refunds have been submitted. If any person is unable to afford the \$10 contribution, I & A staff are able to meet with the individual, waive the fee and explore other financial needs the person may have.

Ms. Relich / Ms. Van Donsel moved to approve the Finance Report – April 2016. **MOTION CARRIED.**

**B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS:**

Ms. Bowers communicated that there was one restricted donation in April for \$2000.00 from AseraCare Hospice for the Community Memorial Service. Doves are released to honor and remember loved ones that have died. The event will happen this year on June 14<sup>th</sup>, 2016. All are welcome.

Supervisor Campbell / Mr. Epstein moved to approve the Restricted Donation Report. **MOTION CARRIED.**

**MAUREE CHILDRESS-DISABILITY ADVOCATE:**

Ms. Childress is the Volunteer Inclusivity Speaker & Advocate with the CP Center. Ms. Childress shared her story of how she suddenly became a person with a disability and noticed how people treated her differently. Ms. Childress shared examples of inexpensive changes that business can make in order to make a big difference to people with disabilities. Suggestions such as curb cuts, bathroom door hinges and electronic door openers were shared. Ms. Childress also stressed the power of language and provided a handout with sample words that contribute to negative stigma of being a person with a disability. Ms. Childress is also an artist and speaks publicly to various groups educating them on disability etiquette.

**STAFF REPORT: DEMENTIA CARE SPECIALIST- NICOLETTE MILLER:**

Nicolette Miller has had the role of Dementia Care Specialist for the ADRC of Brown County for 2 years. Ms. Miller explained Part of her role includes creating a dementia capable ADRC, which means that all ADRC staff has an understanding of dementia and can meet the needs of consumers that are affected by it. Ms. Miller does this by providing annual staff training and provides training to new staff in their orientation. Ms. Miller also facilitates memory screening for consumers at the ADRC and partners with the Alzheimer's Association at various events with the community to provide educational programs on the 10 warning signs of dementia and memory screens. Ms. Miller explained another function of her position is to provide support to individuals with families. There are 2 core programs that she administers: Memory Care Connection and LEEPS Memory Care Connections is an intensive support program for caregivers involving many family meetings, consultation and action plans that last several months. Ms. Miller shared a success story of how she was able to improve a couple's quality of life with the program. Ms. Miller also manages the LEEPS program (Language, Enriched, Exercise, Plus Socialization) where volunteers are paired with a person with dementia. They meet 2 days a week for 3 months. One day is focused on exercise and the other day is a fun, social activity. Ms. Miller also provides consultations to staff and other organizations to assist them in providing services to consumers. Ms. Miller shared a story of how she was able to assist a home care agency that reached out to her for ideas.

Ms. Christianson spoke about the Dementia Friendly Community Charter. Their mission is to develop partnerships to raise awareness, educate and engage all to create a dementia friendly community that enhances everyone's quality of life. This coalition began its work with a small group of committed professionals. As a group, they brainstormed "what brown county has, what brown county needs, and what brown county could do". This coalition worked together to create a vision statement, overall coalition goals and subcommittees to accomplish the work. Ms. Christianson referred to the hand out and covered the sub-committees and their focus, including Memory Cafés. Memory Cafes are a safe environment where persons with dementia and their family and caregivers can go to have fun. Ms. Miller shared that the Memory Cafes have been popular and attendance is increasing. Ms. Christianson then highlighted the Down Syndrome Sub-Committee and Ms. Miller talked about a survey that has been created to get input from families of people with down-syndrome to determine their needs. Ms. Bartlett commented that having Dr. Tracy Sherman as a member of the committee is very welcomed and needed. Ms. Christianson then talked about the Businesses of Brown County Certification program. Businesses can receive certification in a number of areas. If they become certified, they can be listed on the Brown County website. This will allow enhanced internet search-ability. Ms. Miller referred to the Purple Angel Dementia handout. She gave an overview of the training and certification process for businesses. There is one business that has been certified and several others that are interested. The

Purple Angel project and certification is time intensive, involves many volunteers and will only be effective with consistent follow up and support to the businesses that get certified.

Supervisor Campbell suggested that the county should also offer a disability certification. She believes that businesses would be very interested in this. Ms. Christianson agrees that this is a good idea but explained that leaders would need to step up as they would be needed to dedicate their time to organize this under-taking. The success of the Purple Angel project is due to the ADRC having a specialized position that is dedicated to development, leadership and ongoing support. Without additional staff, another project could fall short. Supervisor Campbell inquired if the ADRC Board of Directors could recommend to the county board that they offer a disabled certification for businesses. Ms. Brown offered that Options for Independent Living already publishes a flyer on disability awareness and has been involved in similar projects in the past. She believes that Options for Independent Living should be included in any possible project development. Ms. Christianson agreed and added that she believes Options for Independent Living would most likely prefer to be the primary agency to facilitate a coalition to advocate for people with disabilities. Ms. Christianson also explained that a program would need to be developed, volunteers trained, and outcomes outlined prior to presenting to the County Executive. The Green Certification has struggled without staff support and we would want to be sure to have a viable project prior to requesting another certification option. Ms. Christianson offered that first we could begin by reaching out to potential partners to explore the possibilities.

Supervisor Campbell made a motion for the ADRC to explore with community partners the possibility of creating coalition of community partners to develop a disability certification program for businesses to present to the Brown County Executive.

Lisa Van Donsel seconded the motion.

Additional questions and discussion ensued. Ms. Christianson explained that having a dedicated staff person to work on the dementia friendly business certification has been critical to ensure that the program is successful. Unfortunately, the ADRC does not have a comparable position for people with disabilities. Because of this, the ADRC's role in this coalition would have to be as a partner, but cannot dedicate a staff person to lead this endeavor. Ms. Finder-Stone stressed that having people with disabilities active in this coalition would also be needed.

Mr. Rucker amended the earlier motion, recommending that a small group explore the options with community partners to develop a disability certification program for businesses to present to the Brown County Executive.

Lisa Van Donsel Seconded the motion. **MOTION CARRIED.**

#### **DIRECTORS REPORT:**

#### **2-1-1/CRISIS CENTER/ADRC REPORT:**

Ms. Christianson presented a collaborative report between Brown County United Way 2-1-1, Crisis Center, and the ADRC. This report is put together once a year to demonstrate the activity of the agencies, track data on callers and to make sure services are not being duplicated. Ms. Christianson referred to pg. 7 of the report to demonstrate the activity of 211, the crisis center and the ADRC. Ms. Christianson highlighted the top ten referrals and reasons for calls to each agency. Ms. Christianson referred to pg. 8 and discussed the top unmet needs from 2015. She also noted thanks to the family care

initiative, the wait list for long term care is no longer an unmet need as it has been in years past. Ms. Christianson explained how an unmet need is defined for the report.

#### **STAFF SWOT ACTIVITY:**

Ms. Christianson referred to the SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis that was completed by ADRC staff. Ms. Relich asked that this report be tabled for next meeting as time was running short and she feels it important for Ms. Christianson to go through the report. Ms. Christianson explained her concern is that June is the Executive and Finance Committee meeting to discuss the 2017 budget and the next full meeting isn't until July. Ms. Christianson requested that each board member review the SWOT analysis prior to the July meeting and to reach out to her with questions. Ms. Christianson can review this in the July meeting, but feels the board needs to be prepared with the content of this analysis as they will be asked to make budget decisions at this meeting and much of the reasons and for the proposed budget decisions stem from input from the SWOT analysis. Ms. Christianson also offered that all board members are welcome to attend the Executive meeting in June as well, where it will also be discussed.

Suggestions and discussion ensued regarding the number of agenda items and time set aside for presentations including the possibility of having a longer meeting or having board members read material at home. Assuring board members are able to return to work and that transportation services are met, timing the board meeting as close to the agenda's listed times is important.

#### **UPCOMING TRAININGS ON 990 AND FINANCE 101:**

Ms. Christianson explained that board members should understand the content of the 990 report and the ADRC wants to support them with education and discussion around this document (annual not for profit IRS report for 2015 financials). Ms. Christianson explained there is a 20 to 30 minute training that explains the report and that the board had previously decided to attend as a group. Ms. Christianson also added that annually, "Finance 101" training is offered to all board members. Ms. Christianson suggested that even though the full ADRC Board of Directors does not meeting in June, both training sessions could potentially be scheduled prior to the Executive & Finance Committee meeting on June 23<sup>rd</sup> and offered that she would also be able to cover the SWOT analysis at this time as well. Ms. Bowers also offered that there is a 990 training video that explains the report as well and sending to board members to view on their own would also be in compliance with board requirements. Mr. Rucker communicated that he feels this training is important and stressed that board members should try to attend the training in person if possible.

#### **FAMILY CARE UPDATES:**

Ms. Christianson explained there was an advocacy document sent electronically and is included in the board packet so that the board can view changes that the Long Term Care coalition would like to be considered around Family Care 2.0.

#### **LEGISLATIVE UPDATES:**

Ms. Christianson also said that discussion she is hearing is that Family Care 2.0 may potentially be delayed until 2018. Questions and discussion surrounding the waiver and Family Care 2.0 ensued.

#### **ANNOUNCEMENTS:**

**NEXT MEETING** – June 23, 2016 will be the Executive and Finance Committee Meeting, it is not required but everyone is invited. July 14, 2016 is the next full Board Meeting at NEW Curative.

**ADJOURN:** Ms. Nell / Ms. Van Donsel moved to adjourn the meeting. **MOTION CARRIED.** The meeting adjourned at 10:54 a.m.

Respectfully Submitted,  
Kristin Willems,  
Administrative Specialist